

**Faculty Professional Development Sabbaticals**

**POLICIES**

**Issued:** May 11, 2022

**Responsible Official:** Provost and Senior Vice President for Academic Affairs

**Responsible Office:** Office of Academic Affairs

**Policy Statement**

It is the policy of Austin Peay State University to provide faculty professional development sabbatical opportunities.

**Purpose**

The purposes of the Faculty Professional Development Sabbaticals are:

- a. to enhance scholarship and the academic excellence of the University;
- b. to contribute to the professional growth of the faculty;
- c. to strengthen the University's total curriculum and to improve teaching across the University in ways that cannot be accomplished under the constraints of regular workload assignments.

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**Procedures**

Faculty professional development sabbaticals may be for one semester (either fall or spring) at full pay, or for an academic year at one half pay. To be eligible for a faculty professional development sabbatical, an applicant must:

- a. be a tenured member of the full-time teaching faculty,

- b. have completed six (6) years at Austin Peay State University,
- c. be an Associate Professor or Professor, and
- d. demonstrate scholarly or creative performance in the faculty member's discipline.
- e. Under extraordinary circumstances, an exception to the above criteria for eligibility may be made for a faculty member. For the purpose of this policy, an "extraordinary circumstance" is one in which a professional development opportunity occurs for a faculty member that will not be made available during the faculty member's regular period of eligibility. In such cases, the faculty member shall submit a letter of special request to the Provost to apply for professional development sabbatical. That office must approve the request before the faculty member may proceed to the regular application process. Faculty professional development sabbaticals that are granted under extraordinary circumstances are not to supplant normal faculty professional development sabbatical opportunities for applicants who have successfully completed the required process.

Applications for the next academic year must be submitted to the department chair by October 1<sup>st</sup> of each year. All decisions will be rendered before the end of the fall semester. The application shall include the following:

- a. statement of goals and objectives compatible with the statement of purposes for the program (as above)
- b. anticipated schedule of progress during the sabbatical
- c. [curriculum vitae](#) ~~resume~~ of applicant's professional career
- d. if applicable, proof of acceptance by cooperating universities, approval by granting agencies, etc.

Each applicant is free to design and describe the project to best suit the field of study. ~~An application cover page (for signatures of the chair and the dean) is required. The application will be submitted in electronic (Word or PDF) format. The workflow will be completed in Watermark.~~ [The workflow will be completed in Watermark.](#) The department of the applicant will provide a plan for instructional replacement.

A faculty committee composed of one faculty representative from each college, a dean and a department chair will be appointed by the Provost and designated as the Faculty Professional Development Sabbatical Committee. This committee will evaluate all applications and recommend recipients to the dean of the applicant's college and the Provost.

Within sixty (60) days of the completion of the sabbatical, each participant will submit a written report of the sabbatical activity to the to the Provost, the appropriate dean, and the appropriate chair. This report should include:

- a. a statement indicating the degree to which the objectives of the proposal were accomplished;
- b. evidence of work in progress or completed.

For units with faculty on 12-month contracts or schedules that do not coincide with the standard academic semester (~~e.g. Austin Peay Center at Fort Campbell, Library~~), the Provost, upon recommendation from the Sabbatical Committee, may authorize a leave that coincides with either part or all of a semester(s).

The faculty member commits to provide to the University a minimum of three months of service for one month of full-time faculty professional development sabbatical. For faculty in instructional positions, this service requirement would be calculated per semester or term of full-time leave.

Published materials or performances that result from the assignment shall include acknowledgment of Austin Peay State University in the article, book, or public announcement of performance.

A recipient may apply again six (6) years after approval of the first leave.

### Exceptions

[Any exceptions to this policy must be granted by the Provost or the President.](#)

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### **Related Forms**

**Faculty Professional  
Development Assignment**

<https://www.apsu.edu/academic-affairs/faculty/faculty-professional-development.php>

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### **Revision Dates**

APSU Policy 2:006 – Rev.: May 11, 2022

APSU Policy 2:006 – Rev.: March 8, 2017

APSU Policy 2:006 – Rev.: January 14, 2016

APSU Policy 2:006 – Rev.: April 4, 2007  
APSU Policy 2:006 – Issued: March 7, 2007

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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collaboration